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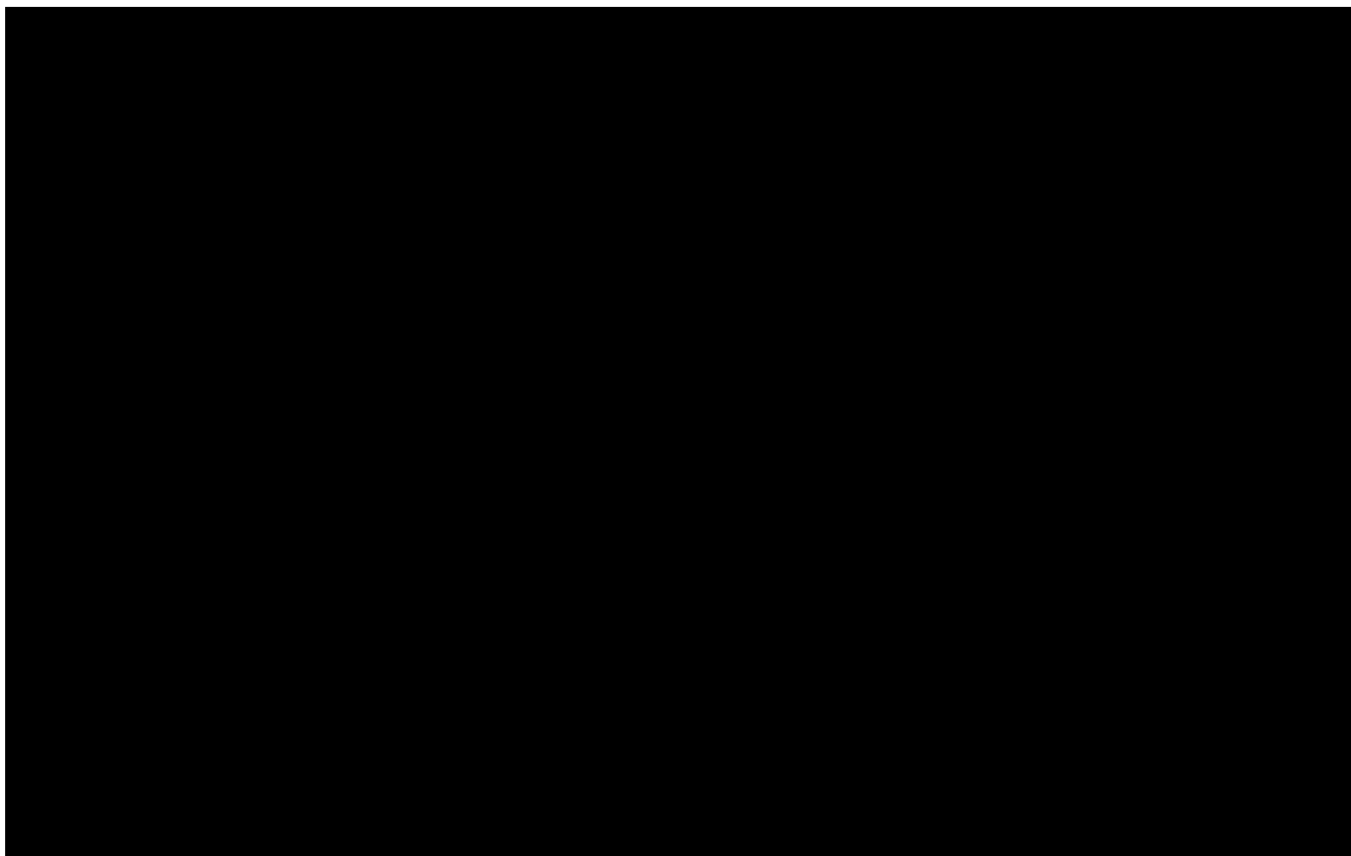
29 July 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
29 July 1965

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1. National Interdepartmental Seminar



20th Session of the National Interdepartmental Seminar. The Agency

DOCUMENT NO.

NO CHANGE IN CLASS. ☐

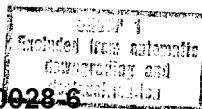
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CLASS. CHANGED TO: TS S C

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has filled its quota of eight participants in the 20th Session of the NIS. The Department of Defense has also met its quota of thirteen, but the State Department enrolled only eight of its quota of sixteen; both USIA and AID exceeded their quotas of twelve and fifteen by seven and six respectively. Their over-registration coupled with the under-registration by State will cause an imbalance in the representation of the "student country teams" which are intended to simulate country teams at an embassy. This is the second consecutive session that State has only enrolled half of its quota. Mr. Newsom, Ambassador to Libya, and Major General Evans, JUSMMAT, Turkey are enrolled. There are no CIA station chiefs in this session.

2. Language Training

Language Proficiency Tests. The ADDP has requested a roster of Clandestine Services personnel possessing an operational fluency in certain foreign languages. To identify employees possessing intermediate or higher levels of proficiency, an intensive language testing program conducted by the Language Training School is being undertaken. The first testing session will commence 2 August and will be devoted to those employees claiming a competence in Spanish. We estimate upward of 200 employees will be tested for Spanish, and that these tests will require approximately six days to complete. Tentative plans call for similar tests in French in late August, and German in early September. Other language tests should be completed by 1 January 1966.

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Annual Downward Trend in Enrollment. The Language Training School is experiencing its annual summer slump in enrollment. Only 17 full-time classes, 48 part-time classes, and 27 tutorials are in progress. This downward trend will probably continue until after Labor Day.

3. Career Trainee Program

CT Orientation. The first running of the two week CT Orientation seems to have been well received. The new Assistant for Public Affairs, [REDACTED] audited the course and was most complimentary of the way it was presented.

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Briefing of Wives of Career Trainees. Thirty-five wives of Career Trainees in the July class were briefed on 17 July by members of the Career Training Program Staff. The briefings included a general rundown of the CT Program and the problems faced by the CT's during their first year on duty with the Agency.

4. Briefing of Foreign Service Officers and AID Employees

[REDACTED] gave a three hour presentation on "The Organization and Mission of CIA" to a group of thirty-six newly appointed Foreign Service Officers at the Foreign Service Institute on 22 July. The last hour was devoted to a lively question and answer period during which a good many misconceptions about the Agency's role in activities were brought

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to fore and I think cleared up. [REDACTED] also gave a lecture on the

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Agency to thirty-five AID employees on 23 July. I feel that reaching the FSO's and AID employees at this stage in their careers is a most important mission.

5. Interview with Mr. Kirkpatrick regarding Managerial Grid

On 20 July [REDACTED] discussed

long range plans for management training with Mr. Kirkpatrick.

Mr. Kirkpatrick pointed out that the Agency is committed to the "Managerial Grid" at least until after the pilot project is finished.

He further pointed out, however, that we should look at other approaches and attend as many external management training courses as possible. His view is that our new management courses are having more impact than we realize.

6. Management Course

Seventeen employees, fifteen of whom are [REDACTED] personnel, have been registered for the 8-13 August running of the Management Course.

7. Defense Intelligence School

CIA has been invited to enroll three students in the September running of the Advanced Intelligence Course conducted by the Defense Intelligence School. Training officers have been requested to submit candidates to the Training Selection Board by 2 August.

8. Executive Development Course - Kings Point, N. Y.

The Agency has been allocated thirteen slots for the 1966 fiscal year

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in the various seminars at Kings Point. However, we were given only two of the six slots requested in runnings of the seminar on "Skills and Goals of Management," a course very popular with our people.

9. Paramilitary Training

Twenty-nine employees have been registered for the Paramilitary Course beginning 2 August 1965.

10. Evaluating Documents Retrieval Systems

The Office of Central Reference plans to sponsor a four day course "Evaluating Document Retrieval Systems," beginning the latter part of October 1965. The course will be offered by the Center for Information Resources, Inc., and will cost approximately \$50 per student. OCR plans to limit the course to approximately 30 participants although the Center is able to accommodate considerably more than this number. We have suggested that the course be made available for general Agency participation and that it be handled through OTR's external training branch. If this were done, we would be able to contract for the training on a group-cost rather than on an individual-cost basis. Under this arrangement, we would be able to train three to four times as many people for the same cost.

11. Operations School

Finance and Logistics Course. Eight students completed the Finance

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and Logistics Course, (Small Stations), on 18 July. Student interest was

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reflected in the high grades attained as well as active discussions throughout the course.

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12. 

The building is approximately 85% completed. The heating and air-conditioning system is nearly completed, and the second coat of paint is being applied throughout the building. The fence was completed on 21 July with the exception of hanging the gate. The garage is 90% completed, and the emergency generator is operational.

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MATTHEW BAIRD
Director of Training

Attachment -
OTR Attendance

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**OTR (Internal) Attendance for Week of
19 - 23 July 1965**

Category	FT	PT	Tut	Total
Operations	21	---	---	21
Intelligence	76	---	---	76
Communication	---	---	---	---
Management	---	---	---	---
Clerical	13	133	---	146
Communism	---	---	---	---
Language	33	133	---	166
VLTP	---	77	---	77
Tutorial	---	---	25	25
TOTAL	143	343	25	511

OTR (External training)

**Week of 19-23 July 1965 -- 115 Agency employees in
83 external courses or
programs.**

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